



**Langley Research Center**

LPR 3451.1 I-1

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## **INCENTIVE AWARDS AND RECOGNITION PROGRAM**

**National Aeronautics and Space Administration**

**RESPONSIBLE OFFICE: Training, Development and Employee Relations Branch,  
Office of Human Capital Management**

**PREFACE**

**P.1 PURPOSE**

a. This Langley Research Center (LaRC) Procedural Requirement (LPR) establishes LaRC specific responsibilities and procedures for the LaRC Incentive Awards and Recognition Program and is a supplement to the NPR 3451.1B, NASA Awards and Recognition Program.

b. The Office of Human Capital Management (OHCM), should be consulted for further information and procedural requirements.

**P.2 APPLICABILITY**

This LPR applies to all civil service personnel and contractors (for honorary awards only) assigned duties at LaRC.

**P.3 AUTHORITY**

a. 5 United States Code (U.S.C.) Chapters 43, 45, and 53.

b. National Aeronautics and Space Act, as amended, 51 U.S.C. § 20136, formerly codified at 42 U.S.C. § 2458.

c. Executive Order 11438, dated December 3, 1968.

d. 5 Code of Federal Regulations (CFR), Parts 430, 451, and 531.

**P.4 APPLICABLE DOCUMENTS**

a. NPR 3430.1C, "NASA Employee Performance Communication Systems (EPCS)"

b. NPR 3530.1C, "NASA Pay and Compensation Policy."

c. NPR 3451.1B, "NASA Awards and Recognition Program."

d. NPR 3451.5C, "Acquisition Improvement Awards."

e. 14 CFR 1240.1, "Awards for Scientific and Technical Contributions."

f. LAPD 1150.2, "Boards, Panels, Committees, Councils and Teams."

- g. LMS-CP-4331, "Employee Suggestion Program."
- h. Langley Form 63, "Media Services Branch (MSB) Work Request"
- i. Langley Form 134, "LaRC Honor Award Nomination."
- j. Langley Form 167, "LaRC Employee Suggestion Program."
- k. Langley Form 244, "LaRC Peer Award."
- l. Langley Form 246, "LaRC Honor Awards (for Technician of the Year Award or Administrative Professional of the Year Award)"
- m. Langley Form 308, "NASA Engineering and Safety Center Award Nomination"
- n. Langley Form 468, "LaRC Director's Award."
- o. Langley Form 485, "Award Fund Transfer Request Form."
- p. Langley Form 486, "Center Certificate Request Form."
- q. NASA Form 1636, "Senior Executive Service Performance Planning and Appraisal."
- r. NASA Form 1762, "NASA Employee Performance Communication System, Supervisory Performance Plan and Appraisal."
- s. NASA Form 1763, "NASA Employee Performance Communication System, Employee Performance Plan and Appraisal."

## **P.5 MEASUREMENT/VERIFICATION**

Internal audits are performed by NASA Headquarters (HQ) OHCM normally every 3 years.

## **P.6 CANCELLATION**

LPR 3451.1 dated August 31, 2005.

*Original signed on file*

Cynthia C. Lee  
Associate Director

### **Distribution:**

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## 1. GENERAL

a. Awards are to recognize organizational and employee outstanding performance, innovation and contribution to the goals of the NASA mission, as well as to enhance organizational climate and employee morale.

b. All awards and recognition are to be consistent with the purpose of the award itself and provide special acknowledgement of the accomplishments, and shall be given:

- (1) for the *RIGHT CONTRIBUTION*...advances the Agency's agenda to align values and performance expectations, provides organizational learning, and strengthens the relationship between employees and management.
- (2) to the *RIGHT PERSON*... when fully deserved, to those employees who meet clearly understood criteria and with full explanation of the accomplishment being recognized.
- (3) at the *RIGHT TIME/EVENT*... in an appropriate manner, without undue delay, and of sufficient value to be meaningful.

c. All LaRC cash and honor awards and recognition will be aligned with the LaRC's core values, mission, strategies, and goals consistent with the LaRC's current Strategic Implementation Plan.

d. Awards will provide for individual and group recognition and will recognize civil servant, contractor (honorary only), and others who, through partnerships, support NASA's mission at LaRC. Employees of NASA contractors, however, should normally receive honorary awards in the form of certificates. Recognition of contractor employee performance is the responsibility of the contractor. Exceptions must be coordinated through the Office of Procurement (OP).

## 2. TYPES OF AWARDS

- a. Awards may be either monetary or non-monetary, and recognition may be given at the Center level, Agency level, or at the Federal government level.
- b. Monetary awards may be granted to individual civil service employees (part-time, full-time, temporary, and permanent) or groups of civil service employees, who deserve special recognition for their contributions and performance.
- c. Non-monetary awards such as medals, certificates, plaques, photos, pins, etc., may be granted to civil service employees. Non-monetary award items for contractors are limited to the medals given for the Director's Award and Center Team Awards only. Food, paid for with appropriated funds at an official Center awards event for the purpose of honoring civil servant and non-government employees, may also be provided as a non-monetary award to civil servants and non-government employees and will be limited to events approved by the Office of Director (OD).
- d. Time-off awards may be granted to civil service employees for superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations.
- e. External awards are sponsored by non-NASA organizations.

### 3. RESPONSIBILITIES

a. OD and other directors, managers, supervisors, and review committees shall be responsible for maintaining the integrity of the LaRC Awards and Recognition Program consistent with the stated awards requirements and providing fair and equitable consideration to all employee and group accomplishments.

b. All employees (both supervisory and non-supervisory), as well as contractors and partners, are responsible for identifying, nominating, and providing peer input on performance and accomplishments of civil service employees deserving recognition and award.

c. Recognition of contractor employee performance is the responsibility of the contractor. Exceptions must be coordinated through the OP.

d. OHCM is responsible for the administration of the LaRC Awards Program; review of awards for adherence to policy and regulations; ongoing evaluation of the effectiveness of the awards program; and providing communication, training, and reference material on the awards and recognition program.

e. OHCM is responsible for the administration of monetary award programs for SES employees.

**3.1 Executive Resources, Awards, and Recognition Council (ERARC)** is responsible for reviewing and making determinations on Center team awards, quality step increases (QSIs) that exceed organizational guidelines, the Center's annual honor awards, Agency awards, and external awards. The ERARC is made up of rotational membership among the Organization Unit Managers (OUM). The ERARC chair is the Associate Director and includes the Director, OHCM, Office of Equal Opportunity Programs, and Office of Chief Counsel (OCC) who are standing members of the Council (refer to LAPD 1150.2, "Boards, Panels, Committees, Councils and Teams").

#### **3.2 Center Awards Budget**

a. The Office of Chief Financial Officer (OCFO) is responsible for awards budget formulation.

b. The awards budget is based on a percentage of salaries at the Center as determined by the OCFO. Additional funding is held by the OHCM for annual award ceremonies, the purchase of recognition items, and other Center-level requirements. The remainder of the budget is then distributed to the organizations using an algorithm based on salary.

c. Organizations are responsible for managing their awards budget and remaining within their budget allocation.



d. Organizations should use Langley Form (LF) 485, Award Fund Transfer Request Form when requesting transfer of award funds between LaRC organizations or for transferring funds to cover awards for employees located at other NASA Centers.

### **3.3 LaRC Award Committees**

a. Award committees may be established by the ERARC chair or higher authority. (Refer to LAPD 1150.2, "Boards, Panels, Committees, Councils and Teams.").

b. When established, LaRC award committees are responsible for assuring approved nominations are consistent with awards criteria, relevant information has been considered in reviews, and integrity of the review process is maintained.

### **3.4 Inventions**

Awards for patentable inventions and for certain scientific and technical contributions are established as separate programs outside of the LaRC Incentive Awards and Recognition Program. Procedures for these programs are described in 14 CFR, Part 1240, Subpart 1.

### **3.5 Refreshments**

a. The use of appropriated funds to purchase light refreshments (less than a meal) are authorized for the annual LaRC Honor Awards Ceremony, Center Team Award ceremonies, Service Award ceremonies, and Snoopy Award ceremony.

b. Refreshments for other ceremonies paid for with appropriated funds must be approved by OD.

### **3.6 Award Certificates**

a. The NASA Shared Services Center (NSSC) is responsible for processing the following certificates for the Center:

- (1) Superior Accomplishment Awards
- (2) Time-Off Awards (contribution-based only)
- (2) Agency Honor Awards
- (3) Langley Honor Awards
- (4) LaRC Special Category Award (unless indicated otherwise in the award description)
- (5) Length of Service Awards

b. The Center organizations are responsible for processing the following certificates:

- (1) On-The-Spot awards

c. No certificates are printed for annual performance awards or Quality Step Increase.

d. Organizations should use LF 486, Center Certificate Request Form, when requesting certificate additions/reprints.

## 4. INCENTIVE AWARDS

### 4.1 Monetary Awards

a. Monetary awards may be granted to individual civil service employees (part-time, full-time, temporary, and permanent) or groups of civil service employees, who deserve special recognition for their contributions or performance.

b. The approving official shall be at a management level above the recommending official.

c. The Internal Revenue Service states that cash awards are wages; therefore, taxes are withheld from award payments.

### 4.2 NASA Automated Awards System (NAAS)

All Center awards and Agency Honor Awards will be processed using the NASA Automated Awards System for approving, tracking, reporting, and budget purposes. The system may be accessed at URL: <https://naas.nasa.gov/>

### 4.3 Annual Performance Award (PA) (Monetary)

a. **Award Definition:** A performance award is a lump-sum cash award that recognizes and rewards General Schedule (GS) employees whose performance, as a minimum, "Meets" performance expectations. It is based on the employee's most recent performance rating of record of Fully Successful or higher.

b. There is a separate statutory and regulatory authority for granting performance awards to SES employees (Title 5, Code of Federal Regulations (CFR), Part 534).

c. **Eligibility:** GS employees who receive a performance rating of Distinguished, Accomplished, or Fully Successful are eligible to be considered for a monetary performance award.

d. **Award Restrictions:**

- (1) An employee who receives a Needs Improvement or Unacceptable performance summary rating is not eligible for a monetary award based on performance.
- (2) Only one performance award may be granted based on any one rating of record.
- (3) Organizations may not give performance awards to employees not under their direct supervision.
- (4) The performance narrative summary that documents the overall performance of the employee serves as the justification for a performance award.

- (5) The monetary value of the award is determined by a range of percentage established annually by the Center for each performance summary rating level that is eligible for performance awards (i.e., Distinguished, Accomplished, Fully Successful).
- (6) Performance awards are paid as a lump sum cash payment based on a percentage of salary (the rate of basic pay used must include any applicable locality pay) and are not considered part of an employee's annual rate of base pay.
- (7) An employee may be rewarded with cash, time off, or a combination of both for performance-based awards. Time-off awards must be calculated in the total monetary award amount being granted. However, an employee with a higher performance summary rating level (e.g., Distinguished) must receive a greater monetary performance award (including combined monetary and time off), based on a percentage of salary, than an employee with a lower performance summary rating level (e.g., Accomplished).

e. Original completed performance plan (e.g., NASA Form (NF) 1762 (Supervisor) and NF 1763 (Employee) with rating of record must be forwarded to OHCM before performance awards may be entered in the NASA Automated Awards System (NAAS) by organizations.

f. Performance award nominations must be submitted and approved in NAAS.

#### **4.4 Quality Step Increase (QSI) (Monetary)**

a. **Award Definition:** This award is a step increase in addition to, and apart from, the regular within-grade increase and is given to employees who have demonstrated sustained high-quality performance well above that expected at the fully successful level in an employee's position. This award provides faster-than-normal progression through the step rates of the General Schedule of the employee's grade level. Exception: if a QSI places the employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks.

b. **Eligibility:** GS employees are eligible for QSI's. SES, ST, and SL employees are not eligible for QSI's.

c. Annual QSI guidelines will be provided to organizations by OHCM. Center QSI's will be reviewed by the ERARC. If an organization exceeds its guidelines, the QSI's will be submitted for review and approval by the ERARC.

d. The granting of a QSI and associated salary dollars will not be debited from the organization's awards budget.

e. The performance narrative summary that documents the overall performance of the employee serves as the justification for the QSI. The original

completed performance plan with rating of record (e.g., NF 1762 (Supervisor) and NF 1763 (Employee)) shall be forwarded to OHCM.

f. **Award Restrictions:**

- (1) A QSI may not be granted to an employee if:
  - (a) A rating of record is less than "Distinguished."
  - (b) The employee is in Step 10 of the grade range.
  - (c) A QSI has been awarded within the preceding 52 consecutive calendar weeks.
- (2) Supervisors/managers shall not give QSI's to employees not under their direct supervision.

g. **Nomination Submission:** OHCM is responsible for submitting QSI's in NAAS.

#### 4.5 **Superior Accomplishment Award (SAA) (Monetary)**

a. **Award Definition:** This award is a lump-sum cash award that recognizes a specific accomplishment achieved through an individual effort in the form of a one-time, non-recurring nature. This type of recognition is appropriate when:

- (1) The contribution is in the public interest, connected with or related to official employment, and contributes to the efficiency, economy, or other involvement of government operations;
- (2) Efforts that made important contributions to science or research;
- (3) Courageous handling of an emergency situation related to official employment.

b. Supervisors and managers are responsible for reviewing their employees' accomplishments and recommending SAA's for employee contributions that are outside of the employee's performance plan.

c. **Eligibility:** GS employees, including excepted service, intermittent, stay-in-school, student trainees, and temporary civilian employees, are eligible to receive the award. SES, ST, and SL employees are eligible under certain circumstances and require higher level approval.

d. **Award Criteria:** SAA must be supported by written justification other than what is documented in the employee's most recent rating of record in accordance with the below:

- (1) Supervisors must provide a brief, specific statement (generally one to two paragraphs), stating how the employee performed substantially beyond expectations on a specific assignment or aspect of an assignment or job function, the benefits achieved, and the quality, scope and impact of the accomplishment to the organization, Center, and/or Agency.
- (2) Things to consider in giving written justification for an SAA:
  - (a) How the superior accomplishment was connected with or

- related to official employment.
  - (b) How unusual difficulties for a particular project or assignment were overcome.
  - (c) How special efforts or innovative duties were performed which resulted in significant economies or other highly desirable benefits.
  - (d) How important contributions were made to science or research.
  - (e) How productivity was increased, economy or efficiency improved, and Government operations made more effective.
- e. **Award Restrictions:**
- (1) More than one SAA may be granted to an employee, as long as there is no duplication of recognition for the same accomplishment.
  - (2) When combining a TOA with a superior accomplishment award, the monetary value of the TOA must be calculated and included in the total award amount that is to be granted to an employee.
  - (3) SAA's coming from outside an employee's home organization must be discussed with the employee's supervisor of record to ensure that it is appropriate to grant the award to the employee.
  - (4) SAA's being given to matrixed or detailed personnel that provide support to various organizations must be discussed with the employee's supervisor of record to ensure that it is appropriate to grant the award to the employee.
  - (5) Approval is required for GS employees by the Center Director for an award of \$7,500 - \$10,000.
- f. **Nomination Submission:** SAA award nominations must be submitted and approved in NAAS.
- g. **Award:** Award amounts are based on the scope and impact of the contribution/achievement to the organization, Center, and/or Agency, and the benefits achieved (cost savings, increased productivity, improved operations) as a direct result of the employee's contribution. (Refer to Appendix A, Intangible Benefits Application Scale, for guidance in determining award amounts.)

#### 4.6 **Group Superior Accomplishment Award (Monetary)**

- a. **Award Definition:** Group SAA is a lump-sum cash award that recognizes internal organization teams where two or more employees are involved in a significant accomplishment in support of a program and/or project that is the result of teamwork, rather than the efforts of one single person.
- b. **Eligibility:** GS employees are eligible to receive a Group SAA. SES, ST, and SL employees are eligible under certain circumstances and require higher level approval.

- c. **Award Criteria:** Group SAA must be supported by written justification.
  - (1) Examples of group contributions:
    - (a) Producing an exceptionally high-quality product under a tight deadline.
    - (b) Using unusual initiative and creativity in making improvements to a product, activity, program, or service.
- d. Group awards that include team members from other Directorates/Offices must also be discussed between organizations to ensure that it is appropriate to grant the award to the employee.
- e. **Nomination Submission:** Group SAA award nominations must be submitted and approved in the NAAS.
- f. **Award:** All employees contributing to the accomplishment share the monetary award, which may be paid in equal shares or to each employee in proportion to their contribution. Approval is required by the Center Director for a group award of \$7,500 - \$10,000.

#### **4.7 Presidential Rank Awards and Bonus Pay**

Presidential Rank Awards are to recognize and reward exceptional performance over an extended period of time by career SES employees. Documentation includes Office of Personnel Management (OPM) Presidential Rank Awards Program Nomination Template. Bonuses between 5 and 20 percent of basic pay for excellent performance may be given to SES career employees. Documentation will include the summary page of NASA Form 1701, "Senior Executive Service Performance Planning and Appraisal." Contact OHCM, for additional information concerning SES awards.

#### **4.8 Time-Off Award (TOA)**

- a. **Award Definition:** A TOA is an excused absence granted to the employee to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations and for performance as reflected in the most recent rating of record. Primarily, it is to be used to recognize an employee contribution that is of a one-time, non-recurring nature.
- b. **Eligibility:** GS employees are eligible to receive TOA's. SES, ST, and SL employees are eligible under certain circumstances and require higher level approval.
- c. **Award Criteria:** In determining the amount of time off to be granted, the benefits realized by the Government from the employee's contribution will be considered. The amount of time off should be proportionate to the value of the contribution being recognized. Figure 1 provides TOA guidance.

**Figure 1. TOA Guidance**

<b>Contribution Value to Organization</b>	<b>Number of Hours</b>
Moderate Value: A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. Example: Beneficial change or modification of operating principles or procedures.	Up to 10
Substantial Value: An important contribution to the value of a product, activity, program, or service to the public. Significant change or modification of operating principles or procedures.	Up to 30
High Value: A highly significant contribution to the value of a product, activity, program, or service to the public. Complete revision of operating principles or procedures having considerable impact.	Up to 60
Exceptional Value: A superior contribution to the quality of a critical product, activity, program, or service to the public. Initiation of a new principle or major procedure having significant impact.	Up to 80

**d. Award Restrictions:**

- (1) Supervisors/ managers may not give TOA's to employees not under their direct supervision. Outside organizations must contact the employee's supervisor of record to recommend a TOA. An employee's owning organization must approve and process a time-off award (TOA) recommended from outside the organization since TOA's impact the owning organization's award dollars.
- (2) A TOA may be granted in amounts of 8 to 80 hours for a single contribution and up to a total of 80 hours of time off during any leave year for a full-time employee.
- (3) A part-time employee's time-off will be prorated based on the employee's bi-weekly scheduled tour of duty. A single contribution may be granted in increments no greater than one-half the total hours allowed during a given leave year. For example, an employee with a part-time tour of duty of 20 hours a week may be



granted up to 40 hours of time off in a given leave year, with a single award maximum of 20 hours.

- (4) When combining TOA's with an annual performance award or superior accomplishment award, the monetary value of the TOA must be calculated and included in the total award amount that is to be granted to an employee.
- (5) The TOA leave may be taken after the number of hours awarded appear on the Leave and Earnings Statement. The leave must be scheduled with the approval of the supervisor.
- (6) TOA leave must be taken by the employee within a reasonable time period, usually 12 months of the effective date of the award.
- (7) If an employee becomes physically incapacitated for duty during a TOA period, sick leave may be granted for the period of incapacitation and the time off rescheduled.
- (8) TOA's are transferrable from one NASA Center to another.
- (9) A TOA cannot be transferred if the employee transfers to another Federal agency, nor can it be converted to a cash payment under any circumstances.
- (10) TOA is not annual leave. TOA balances cannot be transferred to approved leave recipients under the Voluntary Leave Transfer Program.

e. The granting of a TOA and associated salary dollars will not be debited from the organization's awards budget.

f. **Nomination Submission:** TOA award nominations must be submitted and approved through the NAAS system.

#### **4.9 On-The-Spot (OTS) Award (Monetary)**

a. **Award Definition:** An OTS award is designed to provide managers with a tool to give an "instant" reward to an employee who has performed a quality activity, accomplishment, or service. The award presentation to the deserving employee should take place quickly after the activity occurs or as soon as is practicable.

b. OTS Awards are designed to be presented by the employee's first level supervisor.

c. **Eligibility:** GS employees are eligible to receive an OTS award. SES, ST, SL employees are not eligible to receive an OTS award.

d. **Award Criteria:**

- (1) A short, concise justification describing the specific contribution or service being recognized and its importance should be documented in the nomination. The justification must not be a duplicate of the award citation.

- (2) Examples of contributions that may be recognized by this award include:
  - (a) Exercising initiative or creativity in addressing an important need or difficult problem.
  - (b) Providing customer service to clients or colleagues that is responsive, courteous, respectful and exceeds expectations.

e. **Award Restriction:** A maximum of four OTS awards may be presented to an employee in a 12-month period.

f. **Nomination Submission:** OTS awards must be submitted and approved through the NAAS.

g. **Award:** The OTS is a monetary award of \$150. Although the actual cash is not disbursed at the time the OTS Award is presented, it is reflected in the employee's paycheck on a subsequent date.

## 5. LaRC SPECIAL CATEGORY AWARDS

### 5.1 Center Team Award (Honorary)

a. **Award Definition:** Center Team Awards are non-monetary awards given bi-annually to recognize outstanding team achievements that result in successful, significant benefits toward the Center goals and mission.

b. **Eligibility:** GS, SES, ST, and SL employees, other NASA Center employees and retirees, near/on-site contractors, and industry/academia partners are eligible to receive the award in the form of non-monetary recognition for work performed to the project/program during the past Fiscal Year or as outlined in the nomination call.

c. **Award Criteria:** The award justification should clearly demonstrate the following:

- (1) Important contributions made to science or technology or in administration, operations, services and support activities, as a result of the team's efforts have been identified.
- (2) The project has been completed, goals have been met/realized, and success has been demonstrated.
- (3) Innovative efforts performed which resulted in significant cost savings or other highly desirable benefits have been identified.
- (4) How unusual difficulties for a particular project or assignment were overcome.

d. Organizations must consider the following when recommending a Center Team Award nomination:

- (1) Nomination should only be submitted if the project is successfully completed (e.g., met major milestone, successful launch, etc).
- (2) Nomination should not be submitted if the effort is a normal part of organization's activity or internal to the organization only.
- (3) Teams must include, as a minimum, members from three different Center organizations and/or multi-Center participation to be considered a Center Team Award and should meet the below criteria:
  - (a) Team individuals who have made significant, noteworthy contributions to the project/program (consider the degree to which the individual's contribution impacted the project/program's success).
  - (b) Those employees whose contributions or associations are brief, peripheral, or limited should not be included.

e. **Nomination Submission:**

- (1) A bi-annual request is sent by OHCM to organizations to submit team nominations.
- (2) Mission and Mission Support Directorates should include an

internal review process to ensure that nominations meet the award criteria and restrictions prior to submitting to OHCM.

- (3) Mission and Mission Support Directorates should submit written justification in the form of a memorandum with OUM concurrence to OHCM.
- (4) There is no limit on the number of nominations that may be submitted, as long as the nomination meets all of the award criteria and requirements.
- (5) Nominations are reviewed and selected by the ERARC.

f. Organizations are responsible for entering the approved Center Team Award nomination(s) in the NAAS system.

g. Center Team Award ceremonies are scheduled by OHCM with OD to present the individual awards to the team members.

h. **Award:** All approved award recipients will receive a certificate and medallion.

## 5.2 Letter of Appreciation (Honorary)

a. **Award Definition:** This non-monetary recognition is given for service or a specific contribution made to LaRC.

b. **Eligibility:** NASA civil service employees are eligible to receive the award.

- c. **Award Criteria:** The award should recognize such efforts as:
- (1) Successful completion of an assigned project; expeditious handling of a special assignment or task;
  - (2) Work performed in an outstanding manner.

- d. **Nomination Submission:**
- (1) Manager/supervisor prepare the letter of appreciation to the employee or the employee's supervisor.
  - (2) Forward through line management to the employee.
  - (3) A copy of the letter must be submitted to OHCM.

## 5.3 Certificate of Appreciation (Honorary)

a. **Award Definition:** This non-monetary recognition is given for service or a specific contribution made to LaRC which warrants local recognition but does not meet criteria for other Center awards or NASA honorary awards.

b. **Eligibility:** NASA civil service employees or non-NASA individuals are eligible to receive the award.

c. **Nomination Submission:** Award nomination must be submitted and approved by the originating organization through the NAAS.

#### 5.4 **Director's Award (Honorary)**

a. **Award Definition:** This honorary award is presented at the discretion of the Center Director to an individual or group of individuals for extraordinary achievement or excellence in one or more of the following areas: creativity, innovation, teamwork, safety, environment, health, or customer satisfaction.

b. **Eligibility:** GS, SES, ST, SL employees and contractors are eligible to receive the award.

c. **Nomination Submission:**

- (1) Organizations may complete and submit LF 468 to OHCM for accomplishments where individuals or groups excel in one or more of the seven areas identified in item a.
- (2) OHCM will forward the organization's recommended nomination(s) for this award to the OD for consideration.
- (3) For approved individual Director's awards, the originating organization must submit the nomination in the NAAS system.
- (4) For approved group Director's awards, the originating organization must submit the nomination in the NAAS system.

d. **Award:**

- (1) For individual recipients, an award certificate and medallion will be presented to the employee by the Center Director in a public forum. The Graphics Team, Media Services Branch (MSB), Office of Chief Information Officer (OCIO). will prepare the certificate.
- (2) For group awards, an award certificate and medallion will be presented to group members in a Center public forum. The Graphics Team, MSB, OCIO. will prepare the large team certificates. The NSSC will print the individual team member certificates.

#### 5.5 **Director's Honorary Recognition Award (Honorary)**

a. **Award Definition:** This prestigious honorary award is presented at the discretion of the Center Director to recognize the extraordinary accomplishments made to NASA as a result of exceptional individual effort expended, leadership displayed, behavior exemplified, or results achieved.

b. **Eligibility:** Employees of NASA or other Federal agencies.

c. **Award Criteria:** Accomplishments may include, but are not limited to: demonstration of exceptional leadership; extraordinary accomplishment of assigned duties; exceptional achievement of project or program goals; extraordinary contribution

to NASA's aeronautics, science, or space missions; sustained, noteworthy contributions to a NASA organization's mission; or an extraordinary special act or service in the public interest in connection with or related to official employment.

d. **Award:**

- (1) Award recipients receive an acrylic, airfoil-shaped display statue embedded with the NASA LaRC Director's medallion and engraved with "NASA Langley Research Center"; the NASA Insignia; the recipient's name; and, as appropriate to the occasion, a brief description of the basis and time-frame of the award.
- (2) OHCM is responsible for procuring the statue.

**5.6 LaRC Diversity Achievement Award (Monetary)**

a. **Award Definition:** This award is granted annually for significant achievements in providing equal employment opportunity (EEO) and diversity.

b. **Eligibility:** Both GS employees and contractors are eligible to receive the award.

c. **Award Criteria:** The award is applicable to:

- (1) Supervisors who have:
  - (a) motivated employees through direct encouragement and assistance to develop their full potential,
  - (b) achieved effective maximum employee utilization, and
  - (c) demonstrated sensitive treatment of the needs and aspirations of all employees.
- (2) EEO and diversity special emphasis Program Leaders (i.e., Federal Women's Program, Individuals with Disabilities, Hispanic Employment Program) who have achieved results which are greater than normally expected of their job requirements.
- (3) GS employees' and contractors' contributions to non-Federal activities that have promoted the Government's EEO and diversity program by:
  - (a) Outstanding leadership and active support to community activities which have resolved community problems affecting EEO and diversity, or
  - (b) Made outstanding contributions to equal opportunity programs and diversity such as neighborhood youth corps or adult experience programs.

d. **Nomination Submission:**

- (1) The annual call for nominations is announced to organizations by OHCM.
- (2) Organizations should submit to OHCM a written justification (memorandum), addressed to the Director, EEO.

- (3) Office of Equal Opportunity Programs is responsible in determining the award selections and informing OHCM in writing of the final award winners.
  - (4) OHCM is responsible for notifying the organizations of the final winner(s) and submitting the award(s) in NAAS.
- e. **Award:**
- (1) Normally, one award will be granted in each award category (i.e., Supervisor, Employee). However, it will not be required that an award for either or both categories be presented every year. If it is the opinion of the Director for EEO that none of the candidates truly represent an outstanding example of EEO and diversity achievements, no awards may be awarded for that year.
  - (2) GS employees (non-SES) will receive a \$500 cash award and certificate. Non-NASA employees (contractors) will receive a certificate.
  - (3) Awards will be presented to the recipients by the OD in a public forum.

## 5.7 **Facility Coordinator Award (Monetary)**

a. **Award Definition:** This quarterly award recognizes individual initiative and creativity in promoting and/or improving the Center's safety program. Center Facility Coordinators can support the Center in reaching its zero mishaps (injuries or property damage) goal.

b. **Eligibility:** LaRC Facility Coordinator employees (GS employees and contractors) are eligible to receive the award.

c. **Award Criteria:** The award is applicable to Center Facility Coordinators who demonstrate initiative and creativity in promoting and/or improving aspects of LaRC's safety program. For example:

- (1) Identifying/correcting safety problems, such as poor maintenance in equipment or improper labeling and disposal of chemicals.
- (2) Taking immediate actions to ensure measures are taken and completed to ensure proper maintenance and repairs are performed in their assigned facility/facilities.
- (3) Innovative means to ensure compliance with NASA (LaRC & Agency), Federal safety directives; prevent mishaps; promote safety.

d. **Nomination Submission:**

- (1) The quarterly call for nominations is submitted by the Safety and Facility Assurance Branch (SFAB), Safety and Mission Assurance Office (SMAO).
- (2) Organizations should submit to SMAO a written justification (memorandum), addressed to the Director, SMAO.



- (3) SMAO is responsible for submitting the recommended nominations to the Chairman of the Executive Safety Council for approval and notifying OHCM of the approved selections.
- e. OHCM is responsible for entering and finalizing the awards in NAAS
- f. **Award:**
  - (1) One award may be granted each quarter.
  - (2) GS employees will receive \$250 cash award and a certificate.
  - (3) Contractors will receive a certificate.

## 5.8 **Facility Safety Head Award (Monetary)**

- a. **Award Definition:** This quarterly award recognizes individual initiative and creativity in promoting and/or improving the Center's safety program. Center Facility Safety Heads can support the Center in reaching its zero mishaps (injuries or property damage) goal.
- b. **Eligibility:** LaRC Facility Safety Head employees (GS employees and contractors) are eligible to receive the award.
- c. **Award Criteria:** The quarterly award recognizes individual initiative and creativity in promoting and/or improving aspects of LaRC's safety program. For example:
  - (1) Identifying new ways to safely perform operation(s) in their facility.
  - (2) Taking immediate actions to resolve facility-related safety concerns brought to their attention by a Manager/Supervisor, the SFAB, or any other Center employee, facility or organization.
  - (3) Innovative means to ensure compliance with NASA (LaRC & Agency), Federal safety directives; prevent mishaps; promote safety.
- d. **Nomination Submission:**
  - (1) The quarterly call for nominations is submitted by Safety and Facility Assurance Branch (SFAB), Safety and Mission Assurance Office.
  - (2) Organizations should submit to the SMAO a written justification (memorandum), addressed to the Director, SMAO.
- e. SMAO is responsible for submitting the recommended nominations to the Chairman of the Executive Safety Council for approval and notifying OHCM of the approved selections.
- f. OHCM is responsible for entering and finalizing the awards in NAAS
- g. **Award:**
  - (1) One award may be granted each quarter.



- (2) GS employees will receive \$250 cash award and a certificate.
- (3) Contractors will receive a certificate.

## 5.9 **Environmental Stewardship Award (Monetary)**

a. **Award Definition:** This quarterly award recognizes individual initiative and/or creativity in promoting and/or improving the LaRC's environmental programs. Center employees and contractors can support LaRC in reaching and improving their environmental, energy, and water conservation goals, as required by the National Energy Conservation Policy Act and by Executive Orders 13423 and 13514. The Center goals are:

- (1) Reduce energy (electricity/natural gas) usage by 3% per year in office type facilities.
- (2) Reduce water usage by 2% per year (reporting leaking faucets or toilets; outside pipeline leakages; etc.)

b. **Eligibility:** GS employees and contractors are eligible to receive the award.

c. **Award Criteria:** Demonstrated initiative and creativity in promoting and/or improving aspects of LaRC's environmental programs. For example:

- (1) Identifying/correcting environmental problems; such as chemical release spills inside or outside of buildings, proper labeling and disposal of chemicals, etc.
- (2) Taking immediate action to ensure clean-up measures are taken and completed, such as clean-up action taken at the Center due to weather-related conditions; recommendations or implementing strategies to reduce or eliminate leakage of chemicals or solvents into drainage channels or creeks.
- (3) Correcting Environmental Functional Review (EFR) findings.
- (4) Reporting leaking faucets, toilets, outside pipeline leakages, etc.
- (5) Demonstrating innovative or creative means to ensure compliance with federal energy and/or water conservation directives; pollution prevention, recycling or affirmative procurement guidelines; or Chemical Management Tracking System (CMTS) maintenance practices. For example:
  - (a) Suggesting strategies for recycling additional waste streams, such as LaRC's aluminum can, plastic bottle, and Tyvek recycling initiatives.
- (6) Effectively mitigating environmental compliance risks to HRSD or EPA within LaRC facilities or operations. For example:
  - (a) Designating or creating an indoor or covered storage area for accumulated metal shavings to prevent rainwater from washing machining lubricants into nearby soil or storm drains.

d. **Nomination Submission:**

- (1) The quarterly call for nominations is submitted by the Environmental Management Branch (EMB), Center Operations Directorate (COD).
- (2) Employees should submit to the COD a written justification (memorandum), addressed to the Director, COD.
- (3) The EMB is responsible for providing recommendations to OD for concurrence and informing OHCM of the final award winners.
- (4) OHCM is responsible for entering and finalizing the awards in NAAS.

e. **Award:**

- (1) One award may be granted each quarter.
- (2) GS employee winners of the award will receive \$200 cash award and a certificate.
- (3) Contractors will receive a certificate.

#### 5.10 **LaRC Outstanding Volunteer Award (Honorary)**

a. **Award Definition:** This award is granted for outstanding voluntary community efforts. Contributions of leadership, talent, and energy are made without pay or other compensation to civic or humanitarian organizations devoted to improving the quality of life of our citizens.

b. **Eligibility:** GS, SES, ST, and SL employees are eligible to receive the award.

c. **Nomination Submission:**

- (1) Organizations should submit nominations in NAAS with a justification describing the specific voluntary community efforts that are helping to improve the quality of life for our citizens.
- (2) Approved justifications will be reviewed by OHCM for regulatory compliance and finalized in NAAS

d. **Award:**

- (1) Employees will receive a certificate signed by the Center Director.
- (2) The Graphics Team, MSB, OCIO. will prepare the certificate.
- (3) OHCM will forward the certificate to the originating organization for presenting to the individual.

#### 5.11 **LaRC Peer Award (Non-Monetary)**

a. **Award Definition:** This peer award is designed to be a “thank you” to a co-worker or a colleague for their outstanding service, support or assistance. The award should be given for the completion of a project or important task or completion of a project on time. The intent of this award is to recognize peers.

b. **Eligibility:** All active LaRC GS employees are eligible to both nominate and receive the LaRC Peer Award. Contractors are eligible to receive the award; however, contractors may not nominate recipients for the award.

c. **Award:**

- (1) The certificate should be presented from employee to employee. It is not a supervisor-to-employee or an employee-to-supervisor award.
- (2) Certificates should be presented in a timely manner for recent efforts or services completed.
- (3) An employee from one organization may award an employee in a different LaRC organization.

d. **Award Certificate:**

- (1) To access the LF 244, LaRC Peer Award certificate template, go to OHCM web site at:  
[http://ohcm.larc.nasa.gov/benefits/awards/peer\\_award/index.html](http://ohcm.larc.nasa.gov/benefits/awards/peer_award/index.html).
- (2) Nominators are requested to submit a copy of their final certificate (LF 244) to OHCM

## 5.12 **LaRC Public Service Award (Honorary)**

a. **Award Definition:** An award granted to citizens and external organizations to show appreciation for contributions made to LaRC in the accomplishment of its mission, functions, services, or operations as a public service (non-NASA employees only).

b. **Eligibility:** Non-NASA individuals and organizations are eligible to receive the award.

c. **Nomination Submission:**

- (1) Organizations should submit nominations in NAAS with a justification describing the specific contributions and efforts that were made to LaRC that impact its mission.
- (2) Approved justifications will be reviewed by OHCM for regulatory compliance and finalized in NAAS

d. **Award:**

- (1) Non-NASA individuals will receive a framed certificate signed by the Center Director.
- (2) The Graphics Team, MSB, OCIO. will prepare the certificate.
- (3) OHCM will forward the certificate to the originating organization for presentation to the individual.

### 5.13 **Suggestion Award (Monetary)**

a. **Award Definition:** An award established to recognize a constructive proposal submitted by a LaRC civil service employee and adopted by management which contributes to the economy, efficiency, or effectiveness of Government operations. Refer to LMS-CP-4331 which identifies the process for addressing ideas that are submitted.

b. **Award Criteria:** The following criteria for the Suggestion Program are provided:

- (1) If a suggestion is adopted and implemented at the Center, the suggester will receive a monetary award and/or a certificate. The monetary award is based on tangible and/or intangible benefits as shown in Appendices A and B of this document.
- (2) Decisions made by the Center Director, Employee Suggestion Committee, or OHCM, regarding the administration of the Employee Suggestion Program (ESP) are final.
- (3) The acceptance of an award constitutes an agreement that use by the Federal Government of a suggestion, for which an incentive award is made, does not form the basis of a further claim against the Government by the employee or the employee's heirs or assigns.
- (4) Adopted suggestions become the exclusive property of the Federal Government.
- (5) The Federal Government reserves the right to amend and/or terminate the Employee Suggestion Program (ESP) at any time without prior notice.

c. Suggestions are eligible for award consideration if they meet the following:

- (1) Solve a problem, potential problem, or take advantage of an opportunity.
- (2) Present a solution that contributes to increased productivity, economy, efficiency, reduces paperwork, or improves Center operations.
- (3) Where an idea has been adopted, the suggestion should be received by OHCM within 6 months following implementation.
- (4) The suggestion may be within or outside the suggester's normal job responsibilities; however, if within, the suggestion must be so superior that it warrants special recognition.
- (5) Suggestions should be submitted on LF 167, "LaRC Employee Suggestion Program," signed by the suggester(s), to OHCM.

d. Suggestions that are ineligible for an award under the program are those concerning:

- (1) Services and benefits to employees such as vending machine

- services, cafeteria services, restroom facilities, parking facilities, holidays, etc.
- (2) Working conditions such as changes in furniture, air conditioning, etc.
- (3) Routine tasks involving maintenance of buildings, grounds, roads, and parking lots, such as repairing, cleaning, replacing, painting, etc.
- (4) Normal or routine safety practices such as use of normal protective devices, removal of obstructions, or installation of warning or traffic signs.

e. **Award:** The minimum monetary award is \$25. It is awarded for tangible benefits of more than \$250 or comparable intangible benefits.

- (1) Award amounts are established in accordance with NPR 3451.1 and Appendices A and B of this document. The amount is based on the first year's tangible savings and/or intangible benefits.
- (2) Awards will be approved at the following levels:
  - (a) The Employee Suggestion Committee (ESC) approves suggestions not to exceed \$1,000.
  - (b) OUM's having technical cognizance approve suggestion awards recommended by the ESC not to exceed \$3,000.
  - (c) The Center Director approves suggestion awards not to exceed \$10,000.
  - (d) Suggestions in excess of \$10,000 will be submitted to NASA HQ.
- (3) Awards are subject to deductions for Federal and State payroll taxes.
- (4) Where there are multiple suggesters, the total amount of a cash award may not exceed the amount that would be authorized if the suggestion had been made by one individual. The total award amount is split evenly among the suggesters.
- (5) Suggesters who feel that an approved monetary award is not equitable should submit additional written information previously not available to OHCM for reconsideration within two years of the date the award was granted.

f. Reevaluations of suggestions may be requested in writing within two years of the date the suggester was advised of nonadoption of the suggestion. New or additional information should be submitted with the request for reevaluation to OHCM. The ESC will review each decision on a contribution which is contested by the suggester and recommend what it considers to be the appropriate disposition of the matter.

g. In the case of duplicate suggestions, the first suggestion to reach OHCM will be the suggestion considered for an award. However, duplicate suggestions

received at the same time will be given duplicate awards if it can be determined that they were developed independently.

h. Suggesters will be notified and given an explanation for disapproved suggestions.

i. If a similar suggestion is submitted and adopted within two years of the date of the original suggestion, the original suggestion is eligible for an award proportionate to the amount awarded.

j. The suggester retains the right to be considered for an award for two years after the date of final action on the suggestion.

k. OHCM will maintain all records regarding the Employee Suggestion Program. The suggestion with all related documents will be placed in an inactive file. No further actions will be taken unless the suggester requests reevaluation.

#### **5.14 LaRC Team Excellence Award (Honorary)**

a. **Award Definition:** Awarded throughout the year, as appropriate, to teams within the Center who have distinguished themselves. This is a non-monetary award. Nominations must be approved by the OUM.

b. **Eligibility:** GS, SES, ST, and SL employees and contractors on the team are eligible to receive the award.

- c. **Award Criteria:** Justification should include, at a minimum:
- (1) How the unusual difficulties for a particular project or assignment were overcome.
  - (2) What the special efforts or innovative duties performed that resulted in the significant economies or other highly desirable benefits.
  - (3) The project or assignment for which the award is being recommended has been completed; well defined goals have been completed; and success has been demonstrated.

- d. **Nomination Submission:**
- (1) Award nominations are entered in the NAAS by the originating organization.
  - (2) OHCM will review for policy and regulatory compliance and finalize the nomination in NAAS.

e. **Award:** OHCM will request, in addition to the individual certificates printed by the NSSC, to have one large certificate prepared for the group by the Graphics Team, MSB, OCIO. and forwarded to the organization for presentation to the employees.

### 5.15 Length-of-Service Pins/Certificates (Honorary)

a. **Award Definition:** This award recognizes length of federal service at five-year intervals starting at five years of federal civilian service.

b. **Eligibility:** NASA service pins and certificates are based on the employee's leave Service Computation Date that credits both civilian and all honorable military service.

c. **Award:** A service pin is given upon completion of five years of service. NASA certificates of service and appropriate pins are presented for each five-year interval thereafter up to 35 years of service.

(1) In addition, for 35 years and above, the Agency provides the following special items:

- (a) 35 years – plaque
- (b) 40 years – crystal paperweight
- (c) 45 years – pen set
- (d) 50 years – personalized clock
- (e) 55 years – personalized jacket
- (f) 60 years – choice of personalized vase, decanter, crystal box

d. Employees who attain 40 and above years of Federal service will receive their pins and special award items from their organization at the time their service is attained, and are later recognized in a special recognition ceremony at which time the employees are presented a NASA certificate by the Center Director, which is signed by the Administrator. For employees who attain 60 years of service or more are presented the certificate and may submit a request to receive a letter signed by the President through the Center Awards Officer in OHCM.

e. OHCM will forward service pins and certificates directly to organizations to present to their employee(s) for five to 35 years of service the month before the anniversary date.

### 5.16 Retirement Plaques

a. **Award Definition:** This award is given at the time of retirement for contributions to government service over the length of an employee's career. Contributions to efficiency, economy, or other personal effort and length of service are the basis for awards.

b. **Eligibility:** LaRC civil service employees who meet the requirements for civil service retirement under the CSRS and FERS retirement programs.

c. **Award:** Employees are eligible to receive one of the following commemorative plaques:



- (1) NACA Wings (only awarded to employees who were employed at NACA prior to October 1, 1958)
- (2) NASA Insignia

d. **Albums:** All employees who meet the requirements for civil service retirement are eligible for albums.

e. When the employee is eligible to receive a retirement album and commemorative plaque, OHCM forwards a letter to the organization of the employee retiring. Plaque costs are charged to the organization's award budget.

f. **Supervisor:** The employee's supervisor will designate a *coordinator* within its organization to collect and assemble material for the retirement album and photographs, and to request a plaque, as appropriate.

g. **Organization Coordinator:** The coordinator is responsible for contacting the Photographic Team, MSB, OCIO, to coordinate appropriate pictures for inclusion in the album. Send a completed LF 63, Media Services Branch Work Request, to the OCIO.

h. In addition, the coordinator will need to contact the NASA Exchange Shop (Building 1213) to purchase the plaque.

i. The coordinator will assemble the retirement album and give the album and plaque to employee's supervisor for presentation to the employee.

j. Records will be maintained for NASA HQ review.



## 6 LANGLEY HONOR AWARDS

a. The following prestigious Langley honor awards are the Center's highest level of recognition bestowed on its employees. These awards are presented to employees at the Center's annual Honor Awards ceremony:

### 6.1 Henry J. E. Reid Award (Monetary)

a. **Award Definition:** This prestigious annual LaRC award recognizes an outstanding publication, refereed journal article, or other formal NASA archival media first authored by a LaRC Civil Service employee, an Army civilian, or an on/near site contractor based on research primarily performed at LaRC.

b. **Eligibility:** GS employees, Army civilian employees, contractors, academia and other non-NASA employees who are authors on the publication, article, or media. SES, ST, and SL are eligible for this award and require higher level approval.

c. **Nomination Submission:**

- (1) The annual call for nominations and instructions on nomination submissions is publicized by the Strategic Relationship Office (SRO).
- (2) Organizations should submit papers through their Directorate or Program Office who should screen the nominations, concur, and forward nomination packages to SRO.
- (3) SRO is responsible for informing OHCM in writing of the final award winners.

d. **Consideration by Award Panel:**

- (1) Papers are judged by a subject expert panel.
- (2) Nominations will be judged using the following criteria:
  - (a) Importance of the problem
  - (b) Significance of the contribution
  - (c) Originality of concept
  - (d) Quality of reporting
- (3) Recommendations of the panel are approved by the OD.

e. **Award:**

- (1) The Center has a set aside budget of \$5,000 for this award program. The awards budget is divided between the first, second, and third place winners of this award, based on the number of recipients and in a way that ensures there is a clear distinction in the award amounts for the three winning levels.
- (2) Civil service employees receive a cash award and certificate.
- (3) Non-civil service employees receive a certificate.

- (4) The first place winners are recognized at the annual LaRC Honor Awards ceremony.

f. OHCM is responsible for submitting and finalizing the monetary awards in NAAS and forwarding the certificates for the 2<sup>nd</sup> and 3<sup>rd</sup> place winners to the owning organization for presentation to the award recipients. The first place winners will be presented their certificate at the Center's annual honor awards ceremony.

## **6.2 Richard T. Whitcomb and Paul F. Holloway Technology Transfer Award (Monetary)**

a. **Award Definition:** This prestigious annual LaRC award recognizes technical contributions in the development of new technology, participation in technology transfer processes, and significance of technical contributions and/or participation in technology transfer processes.

b. **Eligibility:** GS employees or recently retired employees who made their contributions while a LaRC civil service employee. SES, ST, SL are eligible for this award and require higher level approval Teams may include contractors and grantees; however, the leader must be/have been a civil service employee. For team activities, only the most essential, innovative members should be recognized. The number of civil servants per team should be limited to ten.

c. **Award Criteria:** The award may be given for a one-time contribution of major significance or for sustained outstanding performance in transferring technology. An individual or team may not be recognized more than once for the same contribution. There are no time limits for when a contribution may be considered. Nominations should thoroughly address each of the following criteria:

- (1) Technical contributions of the development/new technology.  
Examples include:
  - (a) Specific technologies, inventions, knowledge, or services transferred to customers and stakeholders.
  - (b) Patent applications submitted to the U.S. Patent & Trademark Office resulting from inventions.
  - (c) Patents issued to LaRC resulting from inventions.
  - (d) Software developed and released at the request of U.S. companies, government agencies, NASA Centers, the educational community, and the local community.
- (2) Participation in technology transfer processes. Examples include:
  - (a) Active joint development/commercialization Memorandum of Agreement (MOA) being supported.
  - (b) Thorough and useable documentation of software used by customers and stakeholders.
  - (c) Patents and patent applications licensed (based on inventions made by nominee).
  - (d) Involvement in personnel exchanges and alliances between LaRC and U.S. companies, government agencies, NASA

Centers, the educational community, and the local community.

- (3) Significance of the technical contributions and/or participation in technology transfer processes. Examples include:
  - (a) Industry investment in the development or acquiring of technology invented or developed by the nominee(s).
  - (b) New or improved products resulting from technology transfer/commercialization activities. (Information that reflects the maturity of the project).
  - (c) Foreign investment in the U.S. as a result of technology transfer/commercialization activities.
  - (d) Improvement in U.S. industrial processes.
  - (e) Positive social or environmental impact.
- d. **Nomination Submission:**
  - (1) The annual call for nominations is submitted by SRO with the specific details for submitting nominations. Organizations should submit candidates through their Directorate or Program Office who should screen the nominations, concur, and forward non-prioritized packages to SRO.
  - (2) Organizations may nominate more than one individual or team for this award.
- e. **Consideration by Award Panel:**
  - (1) Nominations will be judged by a technical panel that will select the recommended nominee.
  - (2) The recommended nominee or team is approved by the OD.
  - (3) SRO is responsible for informing OHCM and organizations in writing of the final award winners.
- f. **Award:**
  - (1) The Center has a set aside budget of \$5000 for this award program.
  - (2) For an individual civil service employee, the award amount is \$2,500.
  - (3) For a group winner, the civil service employees will share equally in the \$5,000 award. Contractors will receive a certificate.
  - (4) Both civil service and non-civil service employees will receive a framed certificate presented at the annual LaRC Honor Awards ceremony.
  - (5) OHCM will enter and submit the award(s) through NAAS.

### **6.3. Technician of the Year Award (Monetary)**

a. **Award Definition:** This prestigious annual LaRC award recognizes an outstanding contribution performed within or related to fabrication/manufacturing or research testing and engineering development in support of LaRC and NASA programs.

b. **Eligibility:** LaRC GS employees occupying the following positions (non-supervisory): Engineering Technician, Construction Representative, Electronics Technician, Photographer, Production Controller, Equipment Specialist, Quality Assurance Specialist and Equipment, Facilities, and Service positions (i.e., General Schedule 1600 series). This also includes employees who have recently separated/retired and who made their contributions while a Langley civil service employee.

c. **Award Criteria:** The nominee will be awarded for a single, major contribution performed during the past fiscal year that resulted in the successful completion of a major component of a NASA mission, program, or project, whereas, its success is directly attributed to the nominee's contribution. The intent of the award is for "hands-on" skill, knowledge, innovation, and creativity, and not for outstanding leadership. However, leadership qualities may be addressed in the nomination.

d. **Nomination Submission:**

- (1) Managers/Supervisors may submit nominations on (LF 246).
- (2) The nomination package must be approved by the OUM on the LF 246 prior to submission to OHCM.

e. **Consideration by Panel:**

- (1) A panel consisting of management representation from the Center's Mission Directorates and the Office of Equal Opportunity Programs will judge the nominations and recommend any award recipient. The ERARC must concur on the Panel's recommendation.
- (2) Nominations will be judged using the following criteria:
  - (a) **Significance/Impact:** What was the significance of the contribution and how did the effort contribute to the Center's mission success?
  - (b) **Difficulty:** Why was this task challenging? The difficulty of the requirements and the constraints that were placed on the individual.
  - (c) **Innovation:** Describe the unique solution, process, use of equipment, etc. and originality of the approach. What did the nominee contribute to the solution and final result?
  - (d) **Quality:** How did results exceed performance requirements?
- (3) Normally, one award will be granted. However, it will not be required that an award be presented every year. If it is the opinion of the Panel that none of the candidates truly represent a superior and outstanding example of technical excellence, no award may be given for the award that year. A final decision will be rendered by the ERARC.

f. **Award:**

- (1) Awardees will receive an immediate cash award of \$2500 and then later recognized with a framed certificate at the Center's annual honor awards ceremony.
- (2) OHCM is responsible for submitting and finalizing the monetary award in NAAS.

**6..4. Administrative Professional of the Year Award (Monetary)**

a. **Award Definition:** This prestigious annual LaRC award recognizes a single outstanding administrative contribution performed during the past fiscal year in support of the mission of the Center.

b. **Eligibility:** Current LaRC GS employees who are serving in an administrative professional, secretarial, administrative assistant, and clerical support position.

c. **Award Criteria:** The contribution must have been exceptionally significant resulting in a new process, operation, method or technique that is of substantial benefit to the office or program.

d. **Nomination Submission:** Managers/Supervisors must submit nominations

- (1) on LF 246.
- (2) The nomination package must be approved by the OUM on LF 246 prior to submission to OHCM.

e. **Consideration by Award Panel:**

- (1) A panel consisting of management representation from LaRC's Mission and Mission Support Directorates and the Office of Equal Opportunity Programs will judge the nominations and recommend any award recipient. The ERARC must concur on the Panel's recommendation.
- (2) Nominations will be judged using the following criteria:
  - (a) **Significance/Impact:** What was the significance of the contribution and how did the effort contribute to the Center's mission success?
  - (b) **Difficulty:** Why was this task challenging? The difficulty of the requirements and the constraints that were placed on the individual.
  - (c) **Innovation:** Describe the unique solution, process, use of equipment, etc. and originality of the approach. What did the nominee contribute to the solution and final result?
  - (d) **Quality:** How did results exceed performance requirements?
- (3) Normally, one award will be granted. However, it will not be required that an award be presented every year. If it is the opinion of the Panel

that none of the candidates truly represent a superior and outstanding example of administrative excellence, no award may be given for the award that year. A final decision will be rendered by the ERARC.

f. **Award:**

- (1) Awardees will receive a cash award of \$2,500 and then later recognized with a framed certificate at the Center's annual honor awards ceremony.
- (2) OHCM is responsible for submitting and finalizing the monetary award in NAAS.

## 6.5 **Mission Support Customer Service Excellence Award (Monetary)**

a. **Award Definition:** This prestigious annual LaRC award is established to recognize exceptional customer service provided by a Mission Support organization GS employee in support of Mission Directorate personnel and the LaRC mission.

b. **Eligibility:** Non-supervisory GS employees of LaRC's Mission Support organizations:

- (1) Safety and Mission Assurance Office
- (2) Systems Management Office
- (3) Office of Procurement
- (4) Office of Chief Counsel
- (5) Office of Equal Opportunity Programs
- (6) Office of Human Capital Management
- (7) Office of Chief Financial Officer
- (8) Office of Chief Information Officer
- (9) Center Operations Directorate

c. **Award Criteria:** Candidates for the award must have made a specific contribution during the past Fiscal Year that demonstrates superior customer service that exceeded customer expectations and resulted in a high level of customer satisfaction by:

- (1) Reducing administrative burden to Mission Directorates through demonstrated initiative, creativity, and/or resourcefulness that resulted in improved activities/processes/procedures, service delivery or problem resolution.
- (2) Enhancing service capability and building customer-oriented relationships, by:
  - (a) Increasing knowledge/understanding of facts and/or conditions and imparting such to the customer in an accurate and up-to-date fashion;
  - (b) Being readily available and accessible to customers (approachable, easy to communicate with);
  - (c) Providing timely response or feedback (follow-thru); and

- (d) Demonstrating a consistently professional, positive, courteous attitude and serving as a role model.

d. **Nomination Submission:**

- (1) There is no limit on the number of nominations that Mission Directorates may submit. The program is designed to reach all non-supervisory levels and occupations in the Mission Support organizations (e.g., professional, assistant, and clerical).
- (2) Mission Support organizations may submit recommendations to Mission Directorates for their consideration.
- (3) Mission Directorates should submit written justifications in the form of a memorandum with the Directorate OUM concurrence to the Director, OHCM.

e. **Consideration by Award Panel:**

- (1) A panel consisting of management representation from the Center's Mission Directorates and the Office of Equal Opportunity Programs will judge the nominations and recommend any award recipient. The ERARC must concur on the Panel's recommendation
- (2) Nominations will be judged using the following criteria:
  - (a) Significance of individual customer service achievement
  - (b) Impact of the achievement on the customer or mission
  - (c) Results of the achievement
  - (d) Quality of the customer service provided
- (3) Normally, one award will be granted to a civil service employee annually; however, it will not be required that an award be presented every year. If it is the opinion of the Panel that none of the candidates truly represent a superior and outstanding example of customer service excellence, no award may be awarded that year; a final decision will be rendered by the ERARC.

f. **Award:**

- (1) Award recipient receives a cash award of \$2,500 and is recognized with a framed certificate at the Center's annual honor awards ceremony.
- (2) OHCM is responsible for entering and finalizing the monetary award in NAAS



## **7. NASA ENGINEERING AND SAFETY CENTER (NESC) AWARDS (Honorary)**

a. NESC Awards may be granted on an annual basis to NESC employees, other NASA Center employees, industry, or other stakeholders, for their efforts and achievements in the areas of engineering, leadership, teamwork, and communication.

b. NESC will submit an annual call for nominations.

- (1) Nominations will be submitted on LF 308 and forwarded through the appropriate Office Head for concurrence/approval and then to the NESC Director and Deputy Director for final award selections.
- (2) NESC is responsible for informing award recipients of their selection and maintaining organization award files.
- (3) Awards will be presented at the NESC Annual Honor Awards Ceremony.

### **7.1 NESC Director's Award**

The award honors individuals who take personal accountability and ownership in initiating clear and open communication on diverse and controversial issues. A key component of this award is based on the process of challenging engineering truths.

### **7.2 NESC Engineering Excellence Award**

The award honors individual accomplishments of NESC job-related tasks of such magnitude and merit as to deserve special recognition.

### **7.3 NESC Leadership Award**

The award honors individuals who have had a pronounced effect upon the technical activities of NESC.

### **7.4 NESC Administrative Excellence Award**

Honors individual accomplishments or contributions that contributed substantially to support NESC's mission.

### **7.5 NESC Group Achievement Award**

Honors a team of employees comprising government and non-government personnel. The award is in recognition of outstanding accomplishment through the coordination of individual efforts that have contributed substantially to the success of NESC's mission.



## **8. NASA AWARDS**

### **8.1 NASA Honor Awards (Honorary)**

a. These are NASA's most prestigious honor awards that are approved by the NASA Administrator and presented to employees and groups of employees, as well as non-Government individuals, who have distinguished themselves by making outstanding contributions to the Agency's mission and goals.

b. Honor award descriptions and criteria are contained in NPR 3451.1B and on OHCM's web site at: <http://OHCM.larc.nasa.gov>

### **8.2 NASA Honor Awards Nomination, Selection, and Award Recognition**

a. Annually, in accordance with the following procedures, both Government employees and non-Government individuals, in all occupational and organizational levels, will be nominated, selected, and recognized for their exemplary contributions to the NASA mission.

b. Agency Incentive Awards Board (IAB) - The IAB will meet annually to review awards results from the most recently completed annual honor awards cycle.

c. Call for Nominations (HQ) – OHCM (HQ), has established a schedule for submission of nominations by Centers. OHCM (HQ) will notify Centers regarding supplemental procedural guidance, changes in the deadline for nominations or nomination format.

d. Call for Nominations (LaRC) - OHCM will request preliminary nominations for the various NASA honor awards, based on the Agency's schedule. Preliminary nominations will be carefully reviewed by an established panel. Organizations must complete and submit nominations on LF 134 to OHCM.

e. LaRC Honor Awards Panel - Established Center panel co-chaired by the Senior Scientist and Director, OHCM with panel members representative of the Center population. This subject expert/peer review panel votes, prioritizes nominations and gives nominating organizations the opportunity to advocate for nominees not well known to panel members. The Panel makes final recommendations to the ERARC. The ERARC reviews panel recommendations and approves the Center's final nominations.

f. The final Center nominations are submitted and approved through the NAAS system.

g. All NASA medals are approved and announced by the Administrator. Letters will be sent to the appropriate officials informing them of the selections.

h. Public acknowledgment and sharing of achievements with other NASA employees, family, and friends will occur at LaRC's annual Honor Award Ceremony. The NASA medals and/or certificates will be presented by the Center Director.

### **8.3 Awards for Scientific and Technical Contributions**

Administered by the NASA Inventions and Contributions Board in accordance with 14 CFR 1240.1. Call for nominations are issued by HQ for Inventor of the Year and Software of the Year. SRO is responsible for administering the call for Center nominations and submitting the Center's final nominations to HQ.

### **8.4 NASA Blue Marble Award**

Annually recognizes NASA civil service employees and contractor personnel who demonstrate environmental leadership while carrying out NASA's primary mission. Call for nominations is issued by HQ. OHCM submits the Center's nomination call. COD is responsible for receiving Center nominations and submitting recommendations to the ERARC for final approval prior to submitting to HQ.

### **8.5 NASA Financial Management Award**

Recognizes innovative and effective financial management techniques, procedures, and policies that aid in the improvement of Government-wide financial management functions. HQ issues call to OCFO. OCFO is responsible for submitting the Center's final nominations to HQ. After final award notification is received from HQ, OHCM will process the monetary award(s).

### **8.6 George M. Low (GML) Award**

Annually recognizes NASA's prime and subcontractors for outstanding performance in the categories of large and small business, product, and service organizations. Annual call letter issued from HQ's Safety and Mission Assurance Office (SMAO). A Center panel consisting of a Center GML Award Liaison designated by OD, OP, and OHCM administers the Center's internal nomination process and submits the final recommendation(s) to the OD for approval. OHCM issues the Center's call for nominations and submits the final nominations through OD for approval prior to forwarding to HQ.

### **8.7 NASA Acquisition Improvement Awards**

Sponsored by the OP, these cash awards recognize NASA acquisition and program individuals for creating and implementing improved results on individual contracts or innovative changes in contracting processes that save resources and enhance mission attainment. Annual call letter from HQ is issued to the OP. The OP is responsible for submitting the Center's final nominations to HQ.

## **8.8 NASA Quality and Safety Achievement Award (QASAR)**

Sponsored by SMAO, this award promotes safety, quality, and continuous improvement throughout NASA. Annual call letter from HQ is issued to the SMAO. The SMAO is responsible for submitting the Center's call for nominations and submitting final recommendations through the ERARC for final selections prior to forwarding to HQ.

## **8.9 NASA Small Business Advocates Awards**

Sponsored by the Office of Small and Disadvantaged Business Utilization, three national awards, the Minority Contractor of the Year, the Minority Subcontractor of the Year, and the Women-Owned Business of the Year are presented during Minority Enterprise Development Week to recognize minority firms who have made outstanding contributions in the technical arena to NASA's mission. In addition, the Office may recognize the exceptional performance of NASA civil service employees (including the employees of the Jet Propulsion Laboratory, a Federally Funded Research and Development Center) who contribute to the achievement of small disadvantaged business goals in the areas of small business advocacy, procurement advocacy, and technical advocacy. HQ issues call letter to OP. OP submits internal nomination call. The OP Director, Deputy Director, and Head, Small Business Office select the Center candidates which are submitted to HQ. HQ selects the Agency winners from the NASA Centers' nominees.

## **8.10 Space Flight Awareness Employee Motivation and Recognition Program (Honoree Award, Team Award, and Silver Snoopy Award)**

Sponsored by the Office of Space Operations, this program focuses on excellence in quality and safety for the lives of the astronauts, for mission success, and for the success of America's space program. Call letter for nominations is issued by HQ. SRO is responsible for administering the Center's call for nominations and submitting final nominations through the ERARC for final selections prior to forwarding to HQ.

## **8.11 NASA Systems Engineering (SE) Technical Excellence Awards**

Recognizes successful systems engineering efforts that highlight contributions based on proven performance of a completed activity. Annual call letter is issued by HQ. A Center panel consisting of LaRC's Chief Engineers and other individuals based on their expertise, administers the Center's internal nomination process and submits the final recommendation(s) to OD for approval. OHCM is responsible for administering the Center's call for nominations and submitting final approved nominations to HQ.

## **8.12 External Awards Administered through NASA**

a. External awards recognize the exemplary accomplishments of NASA employees by participating in recognition programs sponsored by organizations external

to NASA. Solicitations from external organizations are issued through bi-annual call notifications from the NSSC.

b. NSSC is responsible for posting external awards and links to the sponsoring organization on the Agency Awards Calendar which may be accessed in the NAAS system. OHCM is responsible for soliciting calls for external award nominations to the Center through the OHCM Events Calendar. For external award nominations, the following procedures shall be followed:

- (1) A LaRC employee may nominate another LaRC employee for an external award when the nominating procedures established by the external award sponsor permit nominations from the general public. These nominations may be submitted directly from the nominating employee to the sponsoring organization. A copy of the complete nomination package shall be submitted to OHCM to be maintained in the official Center award program files.
- (2) When the award nominating procedures specifically request an Agency approved nomination or otherwise restrict the number of Agency or organizational nominations, award nominations will be solicited at the Center level. All external award nominations in this category shall be recommended through two management levels (i.e., Branch Head and Organizational Unit Manager (OUM)) before submission to OHCM. Nominations will be forwarded by OHCM to the Center Director for approval.
- (3) OHCM will submit the approved nomination to NSSC when the nominating procedures outlined in paragraph (2) occur.

c. External awards listing may be found on the Agency Awards calendar. The awards calendar may be found at: <http://nasapeople.nasa.gov/awards/> or accessed in the NAAS.

### **8.13 Other External**

a. NASA employees may accept bona fide awards given for meritorious public service or achievement (5 CFR 2635.204(d)). Examples include prizes for outstanding papers, honorary degrees, or established prizes for scientific accomplishment.

b. NASA employees may accept gifts (other than cash) of a total value under \$200 if received as a bona fide award, or incident to such an award. The organization or person giving the award also must not have interests that may be substantially affected by the employee's official duties.

c. Acceptance of honorary degrees, awards in excess of \$200, and any award of cash or an investment interest requires written approval from an ethics counselor in the LaRC OCC. Acceptance usually requires that the award is part of an established program of recognition, made pursuant to written standards, and that the timing and manner of the award does not raise an appearance of impropriety.



## Appendix A: Intangible Benefits Application Scale

		<b>Extent of Application</b>		
<b>Value of Benefit</b>	<b>Limited</b> Affects functions, missions, or personnel of office or major subdivision of Center or HQ; affects small area of science or technology.	<b>Extended</b> Affects functions, missions, or personnel of entire Center or all of HQ; affects important area of science or technology.	<b>Broad</b> Affects functions, missions, or personnel of several Centers or has NASA wide impact; affects broad area of science or technology.	<b>General</b> Affects functions, missions, or personnel of NASA, other Federal agencies and/or industry partners and Stakeholders throughout the Nation; affects major area of science or technology.
<b>Moderate:</b> Modification of operating procedure of limited benefit that is sufficient to meet the minimum standard for a cash award; Idea of limited value to product, program, or service	300	500	900	1650
<b>Substantial:</b> Important improvement of product, activity, program, or service; Idea providing substantial input to success of NASA program, project, or activity.	500	900	1650	3500
<b>High:</b> Highly significant improvement of product, activity, program, or service; Idea providing high level input to the success of an important NASA program, project, or activity.	900	1650	3500	7500

<b>Exceptional:</b> Superior improvement of a critical product, activity, program, or service. Idea initiating new principle or major procedure or providing exceptional input to success of major NASA program, project, or activity.	1650	3500	7500	10,000
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## Appendix B: Tangible Benefits Application Scale

The amount of an award is normally based on a reasonable estimate of net monetary benefits for the first full year of operation following implementation and is to be determined in accordance with the Tangible Benefits Scale.

### Tangible Benefits Scale

<u>Tangible Benefit</u>	<u>Award</u>
Up to \$10,000	10% of the benefits
\$10,001 to \$100,000	\$1000 for the first \$10,000 in benefits, plus 3% of the benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 in benefits, plus .005% of benefits over \$100,000